



Community Center Guidelines

The South Berwick Community Center is home to the Recreation Department, which includes a continually active Senior Center. The Community Center hosts Recreation and Senior Center activities catering to all ages and it also serves as a space for community organizations to gather. We strive to deliver useful and meaningful ways for learning, creativity, and socialization for all ages.

The Recreation Department has established policies to guide our decision-making and operations, so we can all enjoy and safely use this public space.

Visitor Behavior Policy

The South Berwick Recreation Department asks all visitors to be considerate in using the shared space of the Community Center and endorses the following guidelines to maintain a safe, respectful, and enjoyable environment:

- All visitors must wear proper attire. This includes but not limited to: shirt, pants, skirt, dress and shoes while in the Community Center Building.
- The facility and furnishings must be respected and left how found.
- Food is restricted to the Dining Room and Activities Room. No food or drink is allowed in the Living Room.
- Visitors may not engage in behavior that is illegal or infringes on the comfort and safety of others, or disrupts the operations of the Community Center.
- Visitors must be respectful of other visitors and staff.
- Parents are responsible for the behavior of their children.
- Ensure that any music or sound system is kept at levels that will not interfere with other classes or create a public disturbance/nuisance.
- Soliciting and petitioning are prohibited.
- Open flames are prohibited.
- Alcohol, tobacco, and drug use are strictly prohibited.

Persons who fail to comply with these Community Center policies may be asked to leave the property. Persons who repeatedly violate this policy or pose a threat to the comfort and safety of others will have their Community Center or Senior Center privileges suspended. Appeals to a restriction may be made to the Town Manager.

South Berwick Community Center Internet Use & Safety Policy

Free WiFi is available to visitors of the South Berwick Community Center. Our Living Room is reserved as an open space for the community to use unless posted otherwise.

The Internet is an unregulated entity and the Recreation Department cannot control the material available on it, nor is the Recreation Department responsible for the content viewed on the Internet. All users are required to use electronic information networks in a responsible and ethical manner. The

Recreation Department endorses the following guidelines to maintain respectful use of the Internet at the Community Center:

- Visitors are welcome to log into the guest wireless access on their own personal devices.
- Visitors wireless use must comply with behavioral guidelines and not cause any disruption to activities and/or other visitors at the community center.
- Users may not engage in unauthorized access, such as “hacking” or other illegal activities.

Wifi: **CC Guests**

Password: **SBCCWIFI**

Failure to comply with wireless access usage guidelines will result in revocation of wireless access privileges at the Community Center. Patrons wishing to appeal loss of privilege may contact the Town Manager.

Room Rental Policy

The South Berwick Community Center offers public room rentals for the community through the Recreation Department. Reservations are made on a first-come, first-serve basis. An Insurance Certificate and Community Center Rental Request form are required. An insurance certificate can be purchased online through the TULIP program for one-time private events.

The Community Center has 4 areas available for use. Provided groups will not interfere with each other, the Recreation Department reserves the right to rent more than one of the areas at the same time.

- Dining Room: Can accommodate up to 80 people. Rental includes tables and chairs.
- Kitchen: Commercial grade kitchen, available for an additional charge.
- Activities Room: Open space, can accommodate 40 -50 people. Smaller tables and chairs can also be arranged. Sink available.
- Living Room: Table and chairs available. Can accommodate up to 16 people comfortably.

All groups must comply with terms and conditions for any rented space:

- All fees must be received two weeks prior to the rental date. Please note the refundable security deposit will be returned once post-event inspection has occurred. The processing of the security deposit could take up to 6 weeks.
- Groups using any Community Center space are responsible for setting the room up for functions and restoring it to its original condition. All tables and chairs must be returned to their original location after use. Check all bathrooms, turn off lights, close windows, and close doors, prior to securing the building.
- Posted facility and kitchen checklists must be followed.
- Children under the age of 18 are not permitted in the kitchen.
- Children must be supervised by adults at all times.
- Food and beverages may only be served in the Dining and Activities Room. Groups are responsible for their own supplies (plates, napkins, cups, etc).
- Alcohol, tobacco, and drug use are strictly prohibited.



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- Trash removal is the responsibility of each group. Unless arrangements have been made beforehand, this is a carry-in/carry-out facility.
- The Recreation Department and Town of South Berwick reserve the right to cancel a reservation at any time should the facility be needed for a Town or Recreation Department activity, use of emergency, or disaster. Every effort will be made to work around already scheduled meetings/gatherings.
- The group or individual arranging for use of the facility is financially responsible for any and all damages to the property of the Community Center and any personal injuries, which may result during use. The Town of South Berwick does not assume liability for groups or individuals attending an event or meeting in the building. The Town of South Berwick does not accept any responsibility for equipment, supplies, or other items brought to the Community Center by any group or individual attending. This responsibility extends to attorney's fees incurred by the Town of South Berwick protecting itself from such claims.

Failure to comply with the above policies may void Community Center Rental Agreement.

Use of the Community Center space is not an endorsement by the Recreation Department or Town of South Berwick for any group or their policies and beliefs. Groups may not imply in their advertising or during meetings that the Town of South Berwick offers sponsorship or support without a prior consent from the Recreation Director.



South Berwick Recreation Community Center Request Form

Organization: _____ Profit _____ Non-Profit _____

Contact Name for Organization: _____ Phone: _____

Email Contact: _____

Type of Activity: _____

Usage Date Range: _____

Room Requested: _____ Time of Day Usage: _____

Rental Fees

Room	Resident	Non Resident	Security Deposit
Dining Room	\$100	\$150	\$200
Kitchen	\$150	\$200	\$200
Activities Room	\$50	\$100	\$100
Living Room	\$50	\$100	\$100

The Town of South Berwick Reserves the right to refuse certain events.

1. How many people do you anticipate participating? _____
2. What percentage of people involved are residents of South Berwick? _____
3. Will you be advertising? _____ If so, what type and where? _____

By signing this request form, I understand and agree to abide the Room Rental Policies for use of the South Berwick Community Center.

Signature: _____ Date: _____

Please submit a copy of your Certificate of Insurance with this request.



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